



2024-2025

## Independent Institutional Verification Worksheet (Group 5)

Your 2024-2025 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The Department of Education regulations state that before awarding Federal Student Aid, we may ask you to confirm the information you and your spouse reported on your FAFSA. To verify that you provided correct information the financial aid administrator will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the financial aid office. You may be asked for additional information. **If you have questions about verification, contact the financial aid office as soon as possible so that your financial aid will not be delayed.**

### Section A. Student's Information

Student's Last Name	First Name	M.I.	XXX-XX- Last 4 digits of Student's SSN
Student's Street Address (include apt. no.)			Student's Date of Birth
City	State	Zip Code	Student's Email Address
Student's Home Phone Number (include area code)			Student's Alternate or Cell Phone Number

### Section B. Family Information

List the people in your household. **Include:**

- yourself and your spouse if you have one, **and**
- your children, if you will provide more than half of their support and will continue to provide more than half of their support from July 1, 2024, through June 30, 2025.
- other people if they now live with you, and you will provide more than half of their support and will continue to provide more than half of their support from July 1, 2024 through June 30, 2025. (Half support form may be required)

Number in College: Include below information about any household member who will be enrolled at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2024, and June 30, 2025, include the name of the college.

Full Name	Age	Relationship	College
		Self	Sterling College

NOTE: If additional space is needed, please attach another sheet.

### Section C. Tax Filer Information

**FOR THE STUDENT** Please choose ONE of the following.

- ☐ Check here if student will **not** file and are **not** required to file a 2022 U.S. Income Tax Return\*. List total amount earned in 2022 here \_\_\_\_\_.  
**Please send in a copy of all 2022 W-2 forms if available. Please send a Verification of Non-filing letter from the IRS.** (This may be ordered at [www.irs.gov](http://www.irs.gov) by clicking on “Get My Tax Record” or by completing a form 4506-T and faxing to 620-869-9033.)
- ☐ Check here if student has filed, and had your tax documents imported into FAFSA using the IRS Data Retrieval Tool.
- ☐ Check here if student provided IRS tax return transcript with verification worksheet. NOTE: Tax transcript may be ordered at [www.irs.gov](http://www.irs.gov), “Get My Tax Record” or by completing a 4506-T EZ form and faxing to 620-869-9033 or mail to 125 W Cooper, Sterling, KS 67579, Attn: Financial Aid. **NOTE:** Account Transcripts are NOT accepted.

**FOR THE SPOUSE** Please choose ONE of the following.

- ☐ Check here if spouse will **not** file and are **not** required to file a 2022 U.S. Income Tax Return\*. List total amount earned in 2022 here \_\_\_\_\_.  
**Please send in a copy of all 2022 W-2 forms if available. Please send a Verification of Non-filing letter from the IRS.** (This may be ordered at [www.irs.gov](http://www.irs.gov) by clicking on “Get My Tax Record” or by completing a form 4506-T and faxing to 620-869-9033.)
- ☐ Check here if spouse has filed, and had their tax documents imported into FAFSA using the IRS Data Retrieval Tool.
- ☐ Check here if spouse provided IRS tax return transcript with verification worksheet. NOTE: Tax transcript may be ordered at [www.irs.gov](http://www.irs.gov), “Get My Tax Record” or by completing a form 4506-T EZ form and faxing to 620-869-9033 or mail to 125 W Cooper, Sterling, KS 67579, Attn: Financial Aid. **NOTE:** Account Transcripts are NOT accepted.

\*Tax returns include the Federal 2022 IRS Form 1040 or a tax return from Puerto Rico or a foreign income tax return.

### Section D. High School Completion Status - Student

Please select whichever item describes you. Please choose ONE of the following.

- ☐ I DID/WILL graduate from high school and have a high school diploma.
- ☐ I DID/WILL receive a GED.
- ☐ I DID/WILL graduate from a home school program.
- ☐ I DID/WILL NOT receive a high school diploma or its equivalent from any of the above sources.

### Section E. IDENTITY/STATEMENT OF EDUCATIONAL PURPOSE (To be completed in front of a Financial Aid Representative or Notary Public)

**\*DIRECTIONS FOR THIS SECTION** (Please read carefully): If the student is unable to appear in person, this form must be signed by a notary.

If the student is unable to appear in person at Sterling College to verify his or her identity, the student must provide to the institution:

1. A copy of the unexpired government-issued photo identification (ID) that is acknowledged in the notary statement below, such as, but not limited to a driver's license, other state-issued ID, or passport; and
2. The original notarized Statement of Educational Purpose provided below, which must be notarized. If the notary statement appears on a separate page than the Statement of Educational Purpose, there must be a clear indication that the Statement of Educational Purpose was the document notarized..

**OR** The student must appear in person at Sterling College to verify his or her identity by presenting an unexpired valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport. The institution will maintain a copy of the student's photo ID that is annotated by the institution with the date it was received and reviewed, and the name of the official at the institution authorized to receive and review the student's ID.

In addition, the student must sign, in the presence of the institutional official, the Statement of Educational Purpose provided below.

**IMPORTANT:** Please read and sign the Statement of Educational Purpose below indicating that the statement and all other information contained on this worksheet is true and correct. **WARNING!** If you purposely give false or misleading information to help establish eligibility for federal student aid, you may be subject to a \$20,000 fine, a prison sentence, or both. By signing this statement, you certify that all the information reported in support of the student's application for financial aid is complete and accurate.

## 2024-2025 Required Verification Text

### Identity and Statement of Educational Purpose (To Be Signed at the Institution)

The student must appear in person at Sterling College to verify his or her identity by presenting an unexpired valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport. The institution will maintain a copy of the student's photo ID that is annotated by the institution with the date it was received and reviewed, and the name of the official at the institution authorized to receive and review the student's ID. In addition, the student must sign, in the presence of the institutional official, the Statement of Educational Purpose provided below.

### Identity and Statement of Educational Purpose (To Be Signed in the Presence of a Notary)

If the student is unable to appear in person at Sterling College to verify his or her identity, the student must provide to the institution:

- (a) A copy of the unexpired valid government-issued photo identification (ID) that is acknowledged in the notary statement below, or that is presented to a notary, such as, but not limited to, a driver's license, other state-issued ID, or passport; and
- (b) The original Statement of Educational Purpose provided below, which must be notarized. If the notary statement appears on a separate page than the Statement of Educational Purpose, there must be a clear indication that the Statement of Educational Purpose was the document notarized.

### Statement of Educational Purpose

I certify that I \_\_\_\_\_ am the individual signing this Statement of Educational Purpose and that the Federal student  
(Print Student's Name)  
financial assistance I may receive will only be used for educational purposes and to pay the cost of attending Sterling College for 2024-2025.

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Student's ID Number)

### Notary's Certificate of Acknowledgement

*Notary's certification may vary by State*

State of \_\_\_\_\_ City/County of \_\_\_\_\_ On \_\_\_\_\_, before me, \_\_\_\_\_,  
(Date) (Notary's name)

personally appeared, \_\_\_\_\_, and proved to me on the basis of satisfactory evidence of identification  
(Printed name of signer)

\_\_\_\_\_ to be the above-named person who signed the foregoing instrument.  
(Type of unexpired government-issued photo ID provided)

**WITNESS my hand and official seal**  
(seal)

\_\_\_\_\_  
(Notary signature)

My commission expires on \_\_\_\_\_  
(Date)

**VERIFICATION CAN NOT BE COMPLETED WITHOUT ALL REQUIRED DOCUMENTS.**

### SECTION F. SIGNATURES (Wet signatures are required. You must print this form, sign, then mail to our office or scan to email or fax.)

By signing this worksheet, I (we) certify that all the information reported to qualify for federal student aid is complete and correct. At least one parent must sign.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

*You should make a copy of this worksheet for your records.*